Uploading Questions

Questions can be authored offline in a specially formatted text file and uploaded into tests, surveys, and question pools. Once uploaded, questions can be edited and used just like questions that have been authored in Blackboard Learn.

Note: This feature is not available in Blackboard Learn - Basic Edition.

Before You Begin

The following information is important to note when uploading questions:

- The uploaded file must meet the file format guidelines detailed in this topic.

- The questions in the uploaded file must meet the question format guidelines detailed in this topic.

- Questions that contain an error will fail to upload. Questions without errors will upload successfully.

- The system does not check for duplicate questions. It is up to the instructor to manage this aspect of the questions.

- Uploaded questions automatically default to the point value that they are assigned when uploaded. If a default value was not set, questions will automatically have a point value of '0' and instructors must then enter a point value for each question.

- Once uploaded, questions are manipulated like other questions created within the test, survey, or pool.

How to Upload Questions

1. Create or edit or edit an existing a test, survey, or pool.
2. From the test, survey, or pool **Canvas** page, click **Upload Questions**.
3. Click **Browse** to locate the file.
4. (Optional) Type a number in the **Points per question** field to set a default value for all questions. If it is left blank, all questions will be set to a value of zero, but individual question values can be edited can be edited at any time after the upload is complete.
5. Click **Submit** and then click **OK**. The questions appear on the **Canvas** page. You can edit and reorder the questions as necessary.

File Format Guidelines

Each file containing questions to be uploaded must conform to the following guidelines.

- Each file must be a tab-delimited .txt file. You can edit this file in Excel or in a text editor.

- Blackboard recommends that each batch file not exceed 500 records because of time-out restrictions associated with most browsers.

- Do not include a header row in the file.

- Do not include blank lines between records. The blank line will be processed and return an error.

- Include only one question per row.

- The first field in every row defines the type of question.
- Separate each field in a row using a `TAB`.
- `correct`, `incorrect`, `true`, `false` and other words that identify answers must be in English.

Question Format Guidelines

To be uploaded successfully, the questions in the text file to be uploaded must conform to the guidelines detailed in the following table.

Note: Questions that contain an error will fail to upload. Questions without errors will upload successfully.

Note: When uploaded to a survey, the `correct|incorrect` answer designation is ignored, but the file must follow the same format as described for tests and pools.

Question Type	Structure
Multiple Choice	`MC TAB` *question text* (`TAB` *answer text* `TAB` `correct|incorrect`) Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.
Multiple Answer	`MA TAB` *question text* (`TAB` *answer text* `TAB` `correct|incorrect`) Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.
True/False	`TF TAB` *question text* `TAB` `true|false`
Essay	`ESS TAB` *question text* `TAB` `[example]` Text within [ ] is optional. The instructor may choose to add a sample essay question or leave this blank.
Ordering	`ORD TAB` *question text* (`TAB` *answer text*) Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20. The order entered in the file is the correct order. The system will randomly order the answers.
Matching	`MAT TAB` *question text* (`TAB` *answer text* `TAB` *matching text*) Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20. The system will randomly order the answers and their question. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.
Fill in the Blank	`FIB TAB` *question text* (`TAB` *answer text*) Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.
File Response	`FIL TAB` *question text*
Numeric Response	`NUM TAB` *question text* `TAB` `answer` `TAB` `[optional]`*tolerance*
Short Response	`SR TAB` *question text* `TAB` *sample answer*
Opinion/Likert Scale	`OP TAB` *question text*
Multiple Fill-in-the-Blank	`FIB_PLUS TAB` *question text* `TAB` *variable1* `TAB` *answer1* `TAB` *answer2* `TAB` *variable2* `TAB` *answer3* The format consists of a list of variable-answers where each variable-answer is composed of the variable name and a

Question Type	Structure
	list of correct answers for that variable. Variable-answers are delimited by an empty field.
Jumbled Sentence	JUMBLED_SENTENCE TAB *question text* TAB *choice1* TAB *variable1* TAB *choice2* TAB TAB *choice3* TAB *variable2* The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that choice is not the correct answer for any variable.
Quiz Bowl	QUIZ_BOWL TAB *question text* TAB *question_word1* TAB *question_word2* TAB *phrase1* TAB *phrase2* The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.

Example: File Structure in Excel